



City of South Bend

Vacancy Announcement

Post Date: Tuesday, April 28, 2015

Closing Date: Until Filled

## **MANAGER OF ENVIRONMENTAL COMPLIANCE**

**Category:** Full Time

**Department:** Public Works / Environmental Services

**Reports To:** Director of Utilities

**Schedule:** Monday-Friday, eight hours between 7 AM-5PM. Hours may vary based on operational needs.

**Pay Rate:** \$56,000-\$66,000/yr. (Exempt)

**Position:** **SUMMARY**

Individual oversees the City of South Bend DES environmental compliance programs, laboratory, Industrial Pretreatment Program (IPP) and safety coordinator. MEC provides auditing/QAQC services and technical expertise to the DES WWTP for implementation of Federal, State and local regulations. This person recommends processes to maintain compliance with the NPDES Permit, EPA, IDEM and South Bend local sewerage ordinance, and regulatory requirements for operating a wastewater treatment plant. This position entails a high degree of professionalism, independent judgment and the overall ability to work with all levels within the division. The incumbent maintains sound regulatory, governmental, media, community, customer and employee relations. The MEC is required to implement, oversee and maintain the City of South Bend's personnel procedures/policies. The MEC must assist the Wastewater department as a management team player to be a leader in efficiency, accountability standards and continuous improvement concepts.

### **SUPERVISION EXERCISED**

Oversees DES environmental compliance, laboratory, Industrial Pretreatment Program (IPP) and safety coordinator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Audits, reads, interprets, and develops a working understanding of environmental laws, rules, regulations, orders, provisions, and permit requirements that affect the operations of the City of South Bend DES WWTP
- Participates in confidential negotiations with state and federal regulators, often taking a lead role in communication with regulators
- Prepares or reviews written correspondence related to the NPDES permit, land application permit, and other compliance programs
- Develops and manages corrective action plans
- Assists in development and implementation of local sewer use regulations

- Oversees the Pretreatment Program and participates in associated activities: Evaluates industrial user compliance, performs inspections, and develops and maintains significant industrial user permitting processes
- Oversees the wastewater treatment plant safety coordinator. Recommends improvements in accordance with OSHA regulations as necessary
- Participates in field inspection of industrial user facilities and discharge sites, and City of South Bend facility sites requiring the use of steel toed shoes, safety glasses, highly visible safety clothing, and other associated PPE.
- Works to support the establishment and use of key performance Indicators (KPI), standards of excellence, and action logs to maintain compliance with monthly regulatory and permit requirements.
- Formulates and recommends responses to regulatory issues and questions and helps to implement new tools to meet the demands of changing regulations and requirements, including identifying and implementing processes and systems for continuous improvement.
- Participates with the DES performance management initiative
- Develops network relationship with technical specialists and professionals within the State of Indiana and Region
- Regularly reviews data used for regulatory reports, and makes suggestions for improving data management
- Attends technical training seminars to stay abreast of EPA and State regulatory issues.
- Makes recommendation for budget expenditures.
- Actively supports the City's and Division's mission statements.
- Assists with hiring, training, team building and evaluation of wastewater personnel.
- Recognizes good work performed by employees. Recommends employees for promotion.
- Looks for and makes recommendations for improvement.
- Follows the City's progressive discipline practices as necessary. Assumes administrative duties (time cards, vacation schedules, overtime assignments, record keeping and reporting) as necessary.
- Maintains schedules and reviews jobs for completeness and correctness.
- Confirms appropriate manpower for each planned job to assure appropriate skills composition of each assigned crew or individual to ensure effective work execution.
- Ensures that good housekeeping and safe work practices are followed.
- Identifies and provides training for staff.
- Provides technical assistance and expertise to management on how best to operate and maintain the sampling and inspection programs.
- Assists with management of the Organic Resources closed biosolids landfill.
- Provides timely progress reporting to management on all performance data with regular updates on relevant issues. Participates in the budgeting process.
- Makes recommendations for continuous improvement of the processes and systems used

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs other duties and assume other responsibilities as apparent or as delegated.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree required in any combination in the fields of public administration, environmental sciences or sanitary engineering.
- Minimum of 3 years of hands-on experience in environmental services, wastewater treatment, and or utility operations

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Strong interpersonal and problem-solving abilities
- Strong communication skills, both written and oral
- Strong computer and software skills (Excel Spreadsheets, Microsoft Word, Microsoft Project, Power Point).
- Knowledge of EPA and State Environmental Water and Wastewater Regulations, including NPDES Permitting, Industrial Pretreatment, CSO's and Sludge Disposal
- Knowledge of auditing practices
- Team Player
- Self-reliant and able to lead change
- Ability to be self-motivated and works with very little direction and oversight.
- Ability to read and understand operational manuals, technical materials, instructions and blueprints
- Must be physically capable of performing the position duties
- Must be able to plan and direct the work of others.
- Must be able to document personnel records.
- Must be able to work around open and unprotected water.
- Must interact with coworkers and public with tact and diplomacy.
- Must perform all job functions with honesty and professionalism.
- Must interact with coworkers fairly and with impartiality.
- Must have excellent communication skills to be able to communicate with business and Industrial Representatives.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License
- Must have or receive as soon as practicable, a Class IV and/or Class D, Indiana Wastewater Operators certification.

**EQUIPMENT**

- Calculator, personal computer with Keyboard and Internal Software, Telephone, Fax Machine, Photocopier
- Drive pretreatment van, set up portable flow measurement and sampling equipment, use manhole confined space equipment, use gas and water testing equipment

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 60

pounds. Specific vision abilities required in this job include vision and the ability to adjust focus. The employee is occasionally required to sit and climb or balance. Must be able to negotiate stairs. Must be able to work in and around confined spaces and open and unprotected water. Requires manipulations controlled by the arms and hand. Must use steel toed shoes and cold weather gear as needed.

**WORK ENVIRONMENT**

Both Industrial settings and Municipal field work required. Frequently exposed to weather conditions, noise, and atmospheric conditions that may have hazardous effect on the skin and respiratory system.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**

**Comprehensive Background Check Required**